



Department of Military Affairs
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Scott Walker
Governor

Donald P. Dunbar
Adjutant General

HS ALERT Research 2014

Grant Announcement

**Applications must be submitted through
Egrants on or before April 27, 2015**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy:	Rod Stearns (715) 829-7142 Rod.stearns@wisconsin.gov
Budget/Fiscal:	Deb Hughes (608) 242-3236 Deborah.hughes@Wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Grant Title: HS ALERT Research 2014

Description: The grant will fund three agencies to attend two conferences in order to research training and equipment opportunities for Wisconsin's Aligned Law Enforcement Response Teams (ALERT). The conferences are the National Tactical Officers Association (NTOA) conference in Salt Lake City, Utah August 30- September 6, 2015 and the National Shooting Sports Foundation (NSSF) Shooting, Hunting, Outdoor Trade (SHOT) show in Las Vegas, Nevada in January 2016. The grant will provide \$1,500 per person.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: April 27, 2015

Project Start Date: May 11, 2015

Project End Date: February 15, 2016

Anticipated Funding Amount: As approved by the Homeland Security Funding Advisory Committee, the dollar amount available under this funding opportunity is \$6,000.00.

Match/Cost Sharing Requirement: Grant funding will cover tuition and travel costs up to \$1,500. The agency will provide the remaining funding for the students to attend.

Eligibility: Three agencies are eligible for this grant.

- Brown County Sheriff's Office will receive \$1,500 for 1 student to attend the NTOA conference
- Dane County Sheriff's Department will receive \$1,500 for 1 student to attend the NSSF SHOT Show
- Eau Claire County Sheriff's Office will receive \$3,000 for 1 student to attend the NTOA conference and 1 student to attend the NSSF SHOT Show

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for travel/training costs.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

HS ALERT RESEARCH 2014

Program Description

WEM will provide funds for a research grant to three ALERT regions, specifically those involved with the Training Committee.

The conferences are the National Tactical Officers Association (NTOA) conference in Salt Lake City, Utah August 30- September 6, 2015 and the National Shooting Sports Foundation (NSFF) Shooting, Hunting, Outdoor Trade (SHOT) show in Las Vegas, Nevada in January 2016.

Students attending the NTOA conference will participate in training to determine if the training is a suitable course to fund for training ALERT teams in Wisconsin. Students attending the SHOT show will review, test, and evaluate equipment needs for the Regional Tactical Teams.

The teams within each region will be responsible for making arrangements for travel, lodging, and registration. The attendees will provide a summary of the training or show evaluation and a recommendation for whether or not to provide this training to ALERT teams or what equipment may be necessary for ALERT in the future.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Rod Stearns at (715) 829-7142 or rod.stearns@wisconsin.gov.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project

director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will oversee project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.); \$5/breaks

Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Guidance on out-of-state travel rates is available from the Budget/Fiscal Contact.

5. Project Narrative

Describe the training that will be provided.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

1. Each attendee will provide a summary of training and recommendation for whether or not ALERT teams should be trained on this subject. This report will be uploaded into the final Egrants program report.

Additional Resources

Additional information about the Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egranis.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

It includes registration through grant award instructions.

- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.
Email: WEMEgrants@wisconsin.gov Telephone: (608) 242-3236